

# Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: ( ) NEW POSITION ( X ) EXISTING POSITION

## PART I - Position Description

1. Agency Name Dept. for Children and Families		9. Position Number K0044330		10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)		
3. Division Operations			12. Proposed Class Title Public Service Administrator III		
4. Section			13. Allocation		
5. Unit Office of Grants and Contracts			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City County			15. By Approved		
7. (Circle appropriate time) Full Time X Perm Inter Part Time Temp %			16. Audit Date: By: Date: By:		
8. Regular Hours (circle appropriate time) From: 8:00 AM To: 5:00 PM			17. Position Reviews Date: By:		

## PART II - Organizational Information

## Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

The Grant Coordinator position will research and identify grant opportunities that support DCF's vision and mission. This individual will oversee the grant application process, working collaboratively with DCF Program staff to develop, write and prepare grant proposals to corporations, private foundations and government agencies. The Coordinator also will monitor and supervise the grant implementation and reporting process to make sure that financial documents and progress reports are submitted on a timely basis.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

**Name:** Daniel Klucas

**Title:** Director

**Position Number:**

Who evaluates the work of an incumbent in this position.

**Name:**

**Title:**

**Position Number:**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

There is considerable latitude in completing work related responsibilities which involve complex and difficult tasks. The work will require high levels of concentration and analysis of several processes, including alternative processes, culminating in actions and decision which may have high level impact on programs and individuals.

The work requires initiative, discretion and the ability to make independent judgments regarding the urgency of a situation and/or its sensitivity. Handles many administrative details independently. General instructions are given. Guidelines are often complicated or technical in nature, requiring careful interpretation. Assignments are given in written and verbal form. This position has the opportunity to determine some assignments when they fulfill the goals and direction of the Agency.

d) Which statement best describes the result of error in action or decision of this employee.

- ( ) Minimal property damage, minor injury, minor disruption of the work flow.
- ( X ) Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- ( ) Major program failure, major property loss, or serious injury of incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)  
**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); **\*How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed ). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E OR M
1.	40%	<p>Grant Research</p> <p>Under general direction, conducts in-depth research for potential funding sources and maintains databases. Conducts research on potential funding sources and the ability of DCF to secure the funding through internal programs and partnering agencies or contractors. Maintains comprehensive knowledge of particular areas involved in identifying and soliciting grants; may collaborate with various internal departments. Maintains funding opportunity databases, activity tracking system</p>
2.	40%	<p>Grant Coordination/Facilitation</p> <p>Conducts library and electronic research; compiles data; inputs and retrieves data via computer. Works closely with program staff in developing and transforming ideas into grant proposals; interacts with DCF stakeholders involved in grant-funding activities; serves as DCF liaison for grant administration. May coordinate project activities; prepares and processes letters and correspondence, presentation materials, and manuscripts, and related confidential files. Provides technical planning, assistance, and training to agency staff and stakeholders in the RFP process, grants, contracts, reviews, analyzing areas of need,</p>
3.	10%	<p>Grant Writing</p> <p>Designs funding proposals and is responsible to submit proposals in a timely manner. The position requires knowledge of grant writing as well as private and public grant funding opportunities. Meeting grant deadlines and gathering required documents during the grant submission process. Write and submit reports that monitor grant applications, organizational goals, and keep track of the responsibilities of key staff. Facilitates, reviews, and edits grant proposals. Uses quality management practices including analytical tools and employee involvement to design proposals to secure funding.</p>
4.	10%	<p>Other Duties as assigned</p>

\* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

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22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Loss of funding and possible program failure.

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23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

(     ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.

( X ) Plans, staffs, evaluates, and directs work of employees of a work unit.

(     ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

**Class Title**

**Position/KIPPS Number**

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Has daily contact with DCF fiscal and program personnel concerning individual grant activity.

Regular contact with Program Directors and various members of the DCF Executive Team.

Frequent contact with federal agencies that supply funding for state programs.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal office environment type hazards.

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26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Personal computer and related software, printer, fax and copy machine and telephone are utilized constantly.

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**PART III - Education, Experience and Physical Requirements Information**

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27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

Two years of experience in providing direction necessary to implement the objectives of an agency, program or organizational unit. Education may be substituted for experience as determined relevant by the agency.

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**28. SPECIAL REQUIREMENTS**

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Strong communications skills, especially, speaking skills. Ability to see the 'big picture' while also attentive to small details. Strong reading, writing and editing skills. Ability to work well with others. Self-motivated and ability to learn quickly.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Considerable working knowledge and understanding of applicable Federal and State laws, rules, regulations and theories and systems associated with grant management. Demonstration of funded grant award proposals. Grant Manager Certification. Development and grant writing experience strongly preferred. Bachelor's Degree in related field or the equivalent in related experience. Knowledge and familiarity with research techniques for fundraising prospect research. Able to work well in a team environment, handle multiple assignments and meet deadlines. Minimum of two years' experience with grant writing of policy writing. Experience working in deadline-driven environments.

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29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

This position requires obtaining, reviewing and analyzing documents to determine the availability of grant funds. This function is accomplished through the use of computer, telephone and fax machine. The work normally requires light physical exertion. The incumbent may be required to perform handling activities with items such as books, file folders, boxes and office supplies. This position also requires the employee to operate small office equipment and perform repetitive motions for brief periods of time.

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30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

All employees are instructed to use standard safety devices available for machinery and equipment. All employees are instructed to follow industrial, safety, and health guidelines, and use proper lifting techniques including the use of dollies or other devices to distribute/move equipment, rest eyes, rest wrists and arms, automobile safety, etc. Employees are cautioned to execute strict key/code control for agency facilities and lock all doors/turn out lights after normal duty hours.

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**PART IV - Signatures**

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Signature of Employee

Date

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Signature of Personnel Officer

Date

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Signature of Supervisor

Date

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Signature of Agency Head or Appointing  
Authority

Date